Sectt. II-27—39,004—24-10-

Development (1945) Department

Ms. SERIES.

G.O. No. 3561.

Dated 15th September 1945.

[Desnatch Abstract.]

Establishments - Agriculture - First Clerk in the office of the District Agricultural Officer, Mangalore - Special pay of for supervision - Sanctioned.

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AGRICULTURAL DEPARTMENT.

From
Rao Bahadur B. Viswa Nath,
C.I.E., D.Sc., F.I.C.,
Director of Agriculture,
Chepauk MADRAS.

To
The Additional Secretary to Government,
Development Department,
Fort St. George, MADRAS.

No. A.5.2686-45 dated 6th September 1945.

Sir,

Sub:- Establishment - Agriculture - Ministerial - Office of the District Agricultural Officer, Mangalore - Special pay for the I Clerk for supervision work - Sanction - Requested.

The present strength of the ministerial staff in the office of the District Agricultural Officer, Mangalore is 4 lower division clerks and one typist as indicated below:-

| | | |
|---|---|---|
| (i) | Permanent establishment. | 2 clerks. |
| (ii) | Temporary/(up to 31st March 1946) | 1 Clerk & 1 Typist. |
| (iii) | Temporary Establishment (sanctioned for 6 months in G.O.No.Ms.2578 Development dated 3-7-1945) | 1 Clerk. |

2. As the clerks, other than the I Clerk are inexperienced, the work allotted to them has to be properly guided and supervised by the I Clerk. This involves additional responsibility on the I Clerk.

3. The distribution of work amongst the clerks is as follows:-

First Clerk. Establishment; leave, transfer, etc., Stationery custody, distribution and indents, Reference Books, Publications; custody and maintenance of registers, posters, leaflets, Office Dead Stock and furniture; bills and returns. Nephantis work, grow more food correspondence and returns, crop cutting experiments, War Efforts, General enquiries on agricultural matters, office cash book contingent bills under b. superintendence Budget Estimate, control of expenditure, monthly reports, and revie of work, permits of manures, licence for manures, crop reports, service registers, store returns. April returns and proof correction of printed matter.

Second Clerk. All references regarding seeds and manures supply to the Agricultural Demonstrators, implements, Printed forms custody, distribution and indents. Funds, Islands, seed farms, Dead Stock and furniture of subordinates, pests and diseases, exhibitions, rural uplift committee, buildings, pay bills for all office except b. superintendence, control of expenditure under all items except b. superintendence. Statement of receipts, weekl reports, tour journals, tour programmes, free distribution of seeds and manures, Trading Scheme Accounts, Budget Estimate, except b. superintendence and Takkavi loans, reconciliation of Treasury accounts by going to the Treasury.

Third clerk. Despatching service stamps, custody and registers, posting of correcti slips to reference books, circulation of journals, and maintenance of registers, assisting in registering papers and periodicals, filling up of periodicals.

Typist. Typing, fair copying statements, fair copying bills, assisting in preparations of returns, tabulating etc.

Temporary clerk for loan work. Registering of applications, scrutiny, sanctioning funds, entry in Loan Registers, preparation of statement of expenditure, forwarding documents to Audit Officer, etc. Temporarily sanctioned for 6 months for loan work.

4. I therefore recommend that the government may be pleased to grant the special pay of Rs.o5/- for the I Clerk, office of the District Agricultural Officer, Mangalore, which is admissible under Item 131 at page 12, Volume II of the Manual of special pay and allowances.

5. The special pay may please be granted from 2 onwards as four clerks/sanctions typed/are working.fr

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for DIRECTOR OF AGRICULTURE.

Copy to:-

1 Clerk I for information.

2 Clerk I/Accountant for information and necessary action.

3 Clerk I for information and necessary action.

4 Clerk I for information and necessary action.

5 Clerks.

(1) Personal file of the Clerk I (Case) (1)

(2) Establishment (Case) (2)

(3) Accountant General, Bangalore (3)

(4) Treasury Officer, Mangalore (4)

(5) Guard file (5)

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Sub: - Establishments - Agriculture - First clerk in the office of the D. A. O, Mangalore - Special pa for supervision - Sanctioned

Read: - From the D. A. No A. S. 2686/45 d: 6. 9. 45

Order No. MS. 3561 Dev. d: 15. 9. 45

H. E the Governor of Madras sanctions, with effect from 27-7-1945, a special pay of Rs 5/- p. to the first clerk of the office of the D. A. O, Mango who has to supervise the work of three or more clerks in addition to his own work.

2. This order will have effect only so long as there are not less than 4 clerks in the Agricultural office, Mangalore.

The D. A
A G (Revs) Fort
18/9/45

18/9/45

11/9/45

11/9/45

Note.

Finance may see for acceptance

8/9/45

The draft order maybe accepted and the Dev No 51,609/45-1
11.9.45
Case returned to Dev.

12/9/45

14.9.45

Dev.

Issued as Go. Ms. 3561 Dev. Dated 15.9.45

14-9-45

15 SEP 1945